

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
FINANCE COMMITTEE**

Friday, March 14, 2014 – 12:00 Noon

100 West Keenan Street, Rhineland, Wisconsin

Members Present: Cushing, Krug, Platner (12:02 P.M.), Queen

Members Absent: None

Call Meeting to Order: Chair Krug called the meeting to order at 12:00 Noon. Also present were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Erv Teichmiller, Chair, ADRC-NW Board of Directors; Miki Bix, Secretary, ADRC-NW Board of Directors; Mary Rideout, Oneida County Social Services Director; Heidi Brown, Oneida County Account Technician; Jessica Donek, social work student/intern.

Public Comment & Introductions: There were none.

Approval of the Agenda: Cushing moved to approve the agenda with twelve items; Queen seconded. All Ayes. Motion Carried.

Approval of the Minutes of the January 24, 2014 Finance Committee Meeting: Platner moved to approve the minutes of the January 24, 2014 Finance Committee meeting; Queen seconded. All Ayes. Motion Carried.

Fiscal Agent Contract: The cost of the contract remains the same at \$57,000. An additional item was added to Attachment A: “Prepare, monitor, and reconcile ADRC Payroll and all related tax deposits, documents, and benefit tracking.” These functions have been performed by the fiscal agent, but they were never specifically enumerated in the contract. After discussion, Cushing moved to recommend to the full Board of Directors that it approve the Fiscal Agent Contract with Oneida County in the amount of \$57,000 and with the following added to Attachment A: “Prepare, monitor and reconcile ADRC Payroll and all related tax deposits, documents, and benefit tracing.” Queen seconded. All Ayes. Motion Carried.

Financial Statements & Payments - December 2013 & January 2014: The December 2013 Revenue/Expense Report was reviewed, as was the January 2014 Revenue/Expense Report. Although the final figures will not be available until April, it appears the expenditures for 2013 will be approximately \$1,335,000.

Thus the 2013 budget will be underspent by a considerable amount. Some line item transfers will need to be made to balance all the accounts.

The December 2013 and January 2014 transactions were reviewed. Cushing moved to accept the December transactions in the amount of \$149,407.44 and the January transactions in the amount of \$42,962.90 and forward these reports to the full Board of Directors for approval. Queen seconded. All Ayes. Motion Carried.

The 2012/2013 ADRC Federal & State GPR Revenue Comparison Report was reviewed. The ADRC-NW received \$970,753.00 in 2012 and \$1,196,790.00 in 2013. (The 2013 figure is subject to year-end revision.)

The December 2013 Time Report shows a year-end figure of 42.47% capture at the federal level. This is an excellent number. The January 2014 Time Report shows a capture rate of 34.68%. This lower figure was due to staff illness and some of the ADRC-NW offices having to close because of the cold weather. In addition it is assumed that walk in traffic was reduced due to cold temperatures.

2014 Budget Increase for Vilas County: An employee in Vilas County who previously did not require health insurance now does. This will increase the Vilas County portion of the 2014 budget by \$20,087 from \$183,137 to \$203,224. This amount is well within the safety margin for the 2014 budget. Platner moved to increase the Vilas County ADRC-NW budget by \$20,087, increasing the 2014 budget from \$183,137 to \$203,224. Queen seconded. All Ayes. Motion Carried.

Group Health Underwriting Update: Our group is considered a normal one for underwriting purposes. There are three considerations: 1) All employees participating in WRS are eligible, including part-time employees. All employees eligible must be offered coverage. 2) Employers cannot provide payments in lieu of health benefits under this plan. 3) Employers cannot establish Health Reimbursement Accounts under this plan. In addition, there are three alternate plans available: full pay, 10% co-insurance, and a \$500/\$1,000 deductible plan. Rideout will further research the available options, and the employees will have the opportunity to provide input to the Board. No Action Taken.

Regional IT Support Proposal: This item was not available for discussion and was deferred until the April meeting.

Future Agenda Items: Group Health Insurance, Regional IT Support Proposal

Set Next Meeting Date & Time: The next meeting of the Aging & Disability Resource Center of the Northwoods Finance Committee will be at 12:00 Noon on Thursday, April 24, 2013. It will be in Rhinelander.

Adjournment: With no further business, Cushing moved to adjourn; Platner seconded. All Ayes. The meeting was adjourned at 12:59 P.M.

Handouts: Minutes of the January 24, 2014 Aging & Disability Resource Center of the Northwoods Finance Committee meeting; Purchase of Services Contract 2014 (Fiscal Agent Contract) with attachment; December 2013 and January 2014 Revenue/Expense Reports; December 2013 and January 2014 Transactions Reports; 2012/2013 ADRC Federal & State GPR Revenue Comparison; December 2013 and January 2014 Time Reports; Information Packet for Wisconsin Public Employer's Group Health Insurance Program.